

SITES

Service-Learning Program

Since 1991

"Social Involvement Through Education and Service"



North Olmsted High School
North Olmsted, Ohio

APPLICATION BOOKLET

Class of 2011

www.nohsteachers.info/sites



North Olmsted High School SITES

Service-Learning Program

Program Coordinators

Vicki Gummow

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Jeffrey Zullo

English Instructors

Social Studies Instructors

www.nohsteachers.info/sites



January, 2010

Dear Student and Parent/Guardian:

Please find attached both information and forms pertaining to North Olmsted High School's SITES Community Service-Learning Program. This Program is an exciting and innovative opportunity for our students and has gained statewide and national recognition. Through placement in community service agencies within the Westshore area, Program participants become actively engaged in their own education; synthesize their learning in social studies, literature, and communication skills; and interrelate classroom knowledge with real world experiences.

SITES has been structured in such a manner as to satisfy each student's senior year requirements in English and Social Studies, as well as to provide an additional elective credit in Community Service-Learning. In doing so, we have ensured that the instruction in English and Social Studies will not be compromised by this format.

The area agencies that partner with the SITES Program are well-pleased with our Program. They are very supportive of our educational goals and value every student's participation in addressing the mission of each site. Thus, you may be confident that our students will be well supervised at each agency while being given the opportunity to engage in ability and age-appropriate service activities.

One of the most important aspects of the SITES Program is each student's commitment to service and its consequent benefits. Therefore, we hope that you will support and encourage your son or daughter should he/she apply and be accepted to this Program.

If after reading the following pages you have any further questions, an **optional** evening meeting for parents has been scheduled for **Thursday, January 28, 2010** at 7:00 PM in Room 938 of the high school, or, if you prefer, you may contact us by phone at 440-779-8794. We have a student-designed website with information and photos at www.nohsteachers.info/sites. This application booklet can be downloaded at the site if needed.

Sincerely,

The SITES Teachers

Brandon Fox, Vicki Gummow, Cheryl Huffer, & Jeffrey Zullo

SITES PROGRAM RATIONALE

The North Olmsted Board of Education is pleased to offer the students at North Olmsted High School the SITES Program, Ohio's "model" curriculum-based Community Service-Learning Program. Senior participants are placed at local social service agencies as part of this school-based Program. What makes this concept unique is its structured learning component. The students participate in reflective seminars, offer oral presentations, conduct research, write papers, and read selected materials and literature that focus on the universal themes of man in his social context and the specific study of contemporary social issues. This, in turn, affords the students the opportunity to integrate their community service experiences into their English and Social Studies curricula.

The Board, administration, and faculty believe that this is an educational approach whose time has come. With President Clinton's urging, the United States Congress passed the National Service Act to promote and fund national youth service in America. Presidents Bush and Obama have continued this initiative by promoting the Learn & Serve America program. The Ohio Department of Education advocates community service-learning as a leading catalyst for school reform. Additionally, current educational research urges that learning in our schools be more integrated across the traditional academic disciplines and that students become more active participants in their own education. Service-learning as an educational methodology offers such opportunities to our students.

This Program has created a link or "bridge" between the school and the community and places the students and the city of North Olmsted itself in both resource and beneficiary roles. Data indicates that young people who perform community service within an educational framework gain heightened self-esteem, sensitivity to others, social responsibility, civic participation, and "real world" experience. Conversely, the young, elderly, ill, disadvantaged, and handicapped of North Olmsted and surrounding communities benefit from the over 12,000 hours of service the SITES Program provides to the area each year.

Area agencies that are currently in partnership with the SITES Program include North Olmsted Middle School; Chestnut, Maple, and Pine Intermediate Schools; Birch, Butternut, Forest, and Spruce Primary Schools; North Olmsted's Department of Community Life Services, Senior Center, City Planner's Office, Safety Director's Office, Landmarks Commission, and Fire Department; Arden Courts, Fairview Adult Day Care Center, Meals-on-Wheels, Olmsted Manor Retirement Home, Westlake Village, and Olmsted Manor Skilled Nursing Center; Fairview and St. John West Shore Hospitals; Lake Erie Nature & Science Center; Rocky River Nature Center; Childtime Daycare; St. Brendan School; Le Chaperon Rouge Westlake; Animal Clinic Northview; Rocky River Municipal Courts; NOHS's Orthopedically Handicapped Unit; Frostville Museum; CCC's Crile Archives, and Westshore Montessori School. A student may also individualize a site based on personal interest and the ability to identify an agency that is willing to partner with the SITES Program to provide the student with age and ability-appropriate activities for service.

Social Involvement Through Education and Service (SITES)

- ◆ 1999-2001 and 2001-2003 Recipient of the National Service-Learning Leader Schools Award
- ◆ Recipient of the 2006 Spirit of Service Award as the nation's Outstanding Learn and Serve Program
- ◆ 2008 Winner of the Ohio AARP Ethel Percy Andrus Award for Innovation
- ◆ 2008-2010 Ohio Department of Education Model Program for Learn and Serve America

MAJOR OBJECTIVES OF THE PROGRAM

As participants in the SITES Program, the students will:

Social Studies Components

- Study and discuss social issues as they are discovered in classical literature, contemporary readings, and community service activities.
- Learn the historical role of public service and volunteerism as forces in American society.
- Achieve a greater understanding and appreciation of people of different ages, backgrounds, and life situations as they are found in America's diverse cultures.
- Enhance their sense of social responsibility by developing an active concern for the welfare of the larger community.
- Discuss and analyze the principles of government as they relate to community service experiences.
- Understand that public service is a significant part of citizenship in our participatory form of government.
- Be given the opportunity to participate more fully in our social and political system and to form the basis for future affiliations.

English Components

- Read and respond to selections from classical and contemporary literature—novels, short fiction, drama, essays, and poetry—which focus on the human condition: man in society, man and his social institutions, and man's rights and responsibilities in a social context.
- Discuss and analyze socially-oriented material.
- Write critical responses to classical and contemporary literature
- Maintain a journal of their service experiences and reflect on and evaluate their findings.
- Create a final portfolio reflecting students' year long experiences in SITES

Service-Learning Components

- Be given greater critical thinking and decision-making opportunities and responsibility as afforded by their own service experiences.
- Solidify their own value systems while being exposed to a "commitment to service" as a new value.
- Enhance their own sense of self-worth while addressing the genuine needs of others.
- Acquire pragmatic skills and knowledge directly related to their service experience while also being exposed to varied careers and vocations.

SITES ENGLISH

Designed to meet the traditional standards of college preparation as well as the students' goals of personal, social and cultural development.

Literature:

- ~ The Nature of Man: Optimism & Pessimism
- ~ Man and Society: Manners & Matters
- ~ Man and Society: Minorities and Prejudice
- ~ The Social Experience: Duty & Freedom in the Future
- ~ A Social Reappraisal: Protest & Reform

Language Skills:

Writing and speaking opportunities related to the course readings and the students' service experiences.

- ~ Written responses to readings.
- ~ Formal interview with site supervisor.
- ~ Reflective journal on service experiences.
- ~ Service Project report.
- ~ Course discussions and presentations.
- ~ Program spokespersons to the community.
- ~ Panel Presentations
- ~ Communication with people of diverse ages, backgrounds, and abilities.
- ~ Final Portfolio of SITES experiences

SITES SOCIAL STUDIES: HISTORY & POLITICS OF COMMUNITY

A survey of current social topics, related to the students' service experiences. These studies include:

- ~ Citizen responsibility in volunteerism and service
- ~ Values: Societal vs. Individual.
- ~ Individual Rights vs. Societal Interests.
- ~ Selected Social Topics, including Poverty, Aging, Cultural Diversity, Discrimination, The Family, Education, & Environment.
- ~ An increased awareness of government's role & influence on society, its agencies, & its individual members.
- ~ Encouragement to become active participants in the community's social & civic fabric through service experiences.

SITES SERVICE-LEARNING

Structured to provide students with unique developmental experiences within an educational context. The students' service experiences involve:

Site Placements - Opportunities to serve at community agencies, including:

- ~ Schools
- ~ Nursing Homes
- ~ Civic Offices
- ~ Child Care Centers
- ~ Adult Day Care Centers
- ~ Hospitals
- ~ Cultural & Recreational Facilities
- ~ Animal Care Hospitals

Site Activities – Opportunities to engage in age and ability-appropriate activities, including:

- ~ Tutoring younger students.
- ~ Instructing in adult literacy programs.
- ~ Working at N.O. City Hall.
- ~ Comforting the ill and elderly
- ~ Conducting recreational activities.
- ~ Organizing community programs.

Site Benefits – Opportunities for students to:

- ~ Increase personal responsibility.
- ~ Heighten critical thinking.
- ~ Enhance self-esteem.
- ~ Develop adult collegial relationships.
- ~ Engage in civic activities.
- ~ Experience the "rewards" of service

SITES PROGRAM APPLICANT SELECTION CRITERIA

Selection to the SITES Program is based on the following criteria:

1. Positive recommendations from the applicant's current and former English and Social Studies teachers. These teachers are asked to comment on a student's:
 - Responsibility and Maturity.
 - Integrity and Honesty.
 - Initiative and Self-Motivation.
 - Positive and Outgoing Attitude.
 - Ability to Accept Criticism and Direction.
 - Attendance.
 - Interpersonal Skills with Adults.
 - Interpersonal Skills with Peers.
 - Patience and Self-Discipline.
2. A fully completed and signed application (by both the student and his/her parent) submitted by the announced deadline.
3. An availability and flexibility of time compatible with the Program's service experiences.
4. A stated willingness to occasionally participate in Program activities outside regular school hours.
5. A previously demonstrated commitment to service.
6. Educational and career aspirations that would be enhanced by the Program's service experiences.
7. Applicant site preferences compatible with the Program's service opportunities.
8. Talents, skills, and abilities beneficial to the service experiences.

NOTE: *Non-acceptance into the SITES Program does not necessarily reflect on an applicant's deficiency in meeting the above criteria. Rather, at this time, the Program receives a larger number of well-qualified applicants than it is able to accept. Students will be placed on a waiting list in the event that openings occur.*

STUDENT APPLICATION FOR THE SITES PROGRAM

Please answer the following questions in a complete and clear manner. Please **PRINT** responses in dark ink.

STUDENT NAME _____

HOME ADDRESS _____

HOME PHONE _____ **AGE** _____ **DATE OF BIRTH** _____

MOTHER'S FULL NAME _____ **HOME PHONE** _____

PLACE OF EMPLOYMENT _____ **WORK #** _____

FATHER'S FULL NAME _____ **HOME PHONE** _____

PLACE OF EMPLOYMENT _____ **WORK #** _____

Does one parent have legal custody? No _____ Yes _____ If "yes," which? _____

Please answer the following questions regarding your academic background, skills, experience, and interests.

1. What level(s) of English courses (Honors/Advance, General, Basic) have you taken; who were your teachers; and what final grades in those classes did you earn?

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR
Level _____	Level _____	Level _____
Teacher _____	Teacher _____	Teacher _____
Final Grade _____	Final Grade _____	Final Grade _____

2. What course(s) have you taken in Social Studies; who were your teachers; and what final grades were earned?

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR
Level _____	Level _____	Level _____
Teacher _____	Teacher _____	Teacher _____
Final Grade _____	Final Grade _____	Final Grade _____

3. What is your current cumulative Grade Point Average? _____ (Approximation is permissible.)

4. What special skills, abilities, interests, and/or hobbies do you have that would enrich your service experience?

5. Have you had any past volunteer or service experience? No _____ Yes _____ If "yes," please explain what, where, and when.

6. Do you have any medical conditions or other limitations that need to be considered for service placement?

No _____ Yes _____ If "yes," please explain:

7. Please list other school or outside activities that you are involved in and the approximate amount of time they take each week. Be sure to include places and hours of employment.

8. Would you be willing and does your schedule allow you to substitute evening or weekend hours of service time in place of hours during the school day? (Please Note: Student flexibility in scheduling enhances service opportunities.)
FREQUENTLY _____ OCCASIONALLY _____ NEVER _____

9. Please indicate from the following groups the types of service that interest you the most. Check all that apply.

_____ YOUTH ORIENTED _____ HEALTH ORIENTED
_____ ELDERLY ORIENTED _____ CIVIC/CULTURAL/RECREATIONAL
_____ UNDERPRIVILEGED/SPECIAL NEEDS _____ OTHER (please state)

10. Currently, what college major and/or future career(s) are you considering? _____

11. What are your plans after high school? Check one line below.

_____ Four-year college _____ Technical school _____ Work force
_____ Two-year college _____ Armed Forces _____ Undecided

12. On a **separate sheet of paper**, to be attached to and returned with this application, explain what you hope to gain from participating in the SITES Program.

13. As is the case with other school-sponsored programs, students will be required to provide their own transportation to and from their service sites. With this in mind, do you anticipate being able to arrange your own transportation next year? No _____ Yes _____ If "yes," will you be requesting a parking permit for next year? No _____ Yes _____

All applicants will be notified of their Program status before regular registration begins for the 2010-11 school year. Students will receive a personal letter in the mail confirming this status.

Student Signature _____ **Date** _____

***NOTE:** Application Forms (signed by student) and the Student/Agency Agreement (signed by student and parent/guardian) must be returned to a SITES teacher by **3:15 PM on TUESDAY, FEBRUARY 2nd**. Any late applications will result in a student automatically being placed on a waiting list for the Program for the 2010-11 school year.

PARENT SIGNATURE REQUIRED ON STUDENT/AGENCY AGREEMENT.

**North Olmsted High School SITES Program
STUDENT – AGENCY AGREEMENT**

Student Name _____ **School Year** _____

The SITES Community Service-Learning Program has been initiated to provide the student with a unique, active, and meaningful educational experience, while at the same time offering a significant resource to local social service agencies. To achieve this end, it is imperative that the school-student-agency relationship be a realistic one and understood by all the parties involved. Thus, to maximize the opportunities for the student's success and to best meet the needs of partner agencies, the Program has established the following expectations.

The Student and Parent/Guardian Understand and Agree that the Student:

1. Will attend his/her scheduled classes and assigned service activity in a punctual and regular manner.
2. Will notify in advance both the Program coordinator and the agency supervisor of any absence from his/her service activity.
3. Will not be permitted to attend his/her service activity on a day he/she is absent from school or on days he/she is serving an out-of-school suspension without prior approval of the Program coordinators.
4. Will receive credit only for those service hours for which he/she is not paid and which have been documented by his/her supervisor on a Program approved time sheet.
5. Will attend a general orientation session for the Program and attend any workshops, conferences, and/or meetings that may be requested by the Program coordinators.
6. Will accept his/her assigned service activity and will not abandon or change service activities without prior approval of the Program coordinators.
7. Will be considered a representative of North Olmsted High School and, as such, is to both follow all the school's rules and regulations and those of the agency to which he/she has been assigned.
8. Will conduct himself/herself in a dignified, courteous, and respectful manner at all times.
9. Will maintain a neat appearance and dress within the accepted styles and appropriate standards of his/her agency and service activity.
10. Will accept supervision graciously and work with enthusiasm and dedication to fulfill assigned duties and activities.
11. Will consider as confidential all information that is learned concerning other people, students, patients, clients, employees and other personnel at agencies or institutions.
12. Will exercise complete integrity and honesty in his/her relationships and activities related to the Program.
13. Will exercise complete integrity and honesty when documenting service hours and activities.
14. Will notify the Program coordinators of any problem, concern, or suggestion related to his/her service experience, should it arise.
15. Will conform to all legal statutes and health and safety rules as they are known by or taught to the student by either the Program coordinators or the agency representatives.
16. Will provide his/her own transportation to and from his/her assigned service site.
17. Will sign this contract to become eligible for participation in the SITES Program; to confirm acceptance of the terms and expectations of this agreement; and to acknowledge that any violation of these terms and expectations, as well as the spirit and philosophy of the SITES Program, may jeopardize participation in the Program and/or credit for participation.

The Agency and Its Designated Supervisor Understand and Agree that they:

1. Will accept and treat the student as a “learner” and volunteer and will not use the student to either displace or infringe upon the duties of any paid employees.
2. Will expose the student to a wide variety of experiences and activities, and permit the student to work with and meet human needs as much as possible.
3. Will help the student gain a perspective of the overall operation of the agency; its role in addressing social issues and needs; and the education, skills, and career opportunities related to it.
4. Will designate a qualified person to supervise the student's time, activities, and evaluation.
5. Will introduce the student to appropriate staff and orient him/her to the overall organization, goals, and role he/she will play in the agency's functions.
6. Will provide adequate initial direction to the student so that he/she feels comfortable with the assignment and can proceed with appropriate independence.
7. Will provide assistance and counsel on matters for which the student has questions or lacks the knowledge/expertise to act effectively.
8. Will provide, as appropriate, opportunities for the student to develop and exercise his/her critical thinking and decision-making skills.
9. Will adhere to all local, state, and federal regulations and implement all proper safety, health, and working standards in dealing with the student.
10. Will immediately report any student injury or illness to the Program coordinator and/or parent (depending on the situation and time of activity) and complete any appropriate accident/illness report forms.
11. Will contact the Program coordinator should a problem in attitude, attendance, or performance arise.
12. Will participate in assessing the student's performance and experience by means of an evaluation form provided by the SITES Program.
13. Will permit the Program coordinators to periodically visit the student at his/her service site; observe his/her activities; and discuss his/her performance and experience with the designated supervisor.
14. Will accept the student and assign activities to him/her without regard to race, religion, national origin, sex, or handicap.
15. Will understand that North Olmsted High School's affiliation in the relationship between the student and agency terminates at the completion of the student's enrollment in the SITES Program. In any further relationship with the agency, the student will be acting as an independent agent.

The undersigned, all participants in the SITES Community Service-Learning Program, do hereby agree to comply with the intent of the above terms and expectations.

Student Signature

Date

Parent Signature

Date